

Minutes of the Pre-Proposal Conference

July 14, 2021

Gardening Services

DCR Avenida Torre de Belem 10

CMR – Rua do Sacramento a Lapa 18

19P05021Q0017

The meeting was called to order at 10:00 am. The Procurement Supervisor, Adelia Monteiro, welcomed all attendees and introduced herself, Rui Noronha, Facilities Supervisor (FS), Pedro Fragoso, Foreman and José Gregorio, Procurement Assistant (Note Taker).

The meeting took place in the Deputy Chief of Mission Residence garden to accommodate social distancing imposed by the new Covid 19 circumstances and was conducted in a more abbreviated fashion.

Representatives of the following firms (Prospective Offerors) attended the meeting:

- Jardins e ETC, LDA
- Meristema
- Sograma
- Vibeiras

The Procurement Supervisor (PS) explained the conference parameters and that all complex questions would have to be submitted in writing and would be answered subsequently. She also indicated that any changes to the solicitation would be done in the form of written amendments and will be sent to the prospective offerors and must be acknowledged in writing.

The Procurement Supervisor began by explaining that Standard Form SF1449 must be filled out and return with the proposal. Also, on the proposal, a monthly price should be indicated. Temporary additional services price per square meter must be stated on the proposal.

The PS informed all present that all the information regarding this solicitation will be available to all equally. It was also indicated that the solicitation and the whole contracting process is done in accordance with United States Government regulations, i.e. Federal Acquisition Regulation (FAR), Department of State Acquisition Regulations (DOSAR) and the Office of the Procurement Executive.

Section 3 - All required documentation on section 3 must submitted with the proposal.

The Procurement Supervisor continued to address the meeting by calling everyone's attention regarding the importance of registering in the System Award Management (SAM) (www.sam.gov) registration, which has become mandatory for all contractors engaging in business with the U.S. Government for contracts above thirty thousand U.S. dollars.

Rui Noronha (FS) referred to the documentation that needs to be sent along with the proposal including the Grounds Maintenance Plan.

The Ground Maintenance Plan is the maintenance plan for each of the gardens and should contain detailed tasks. These tasks' log will enable the Contracting Officer Representative (COR) to evaluate the work performance.

Pedro Fragoso mentioned that all tools must be supplied by the contractor.

Section 4 – Evaluation criteria. The scrutiny of the winning proposal is done based on proposals that are technically accepted and are of lower price.

Section 5 – This section must be filled out and returned. The PS addressed the meeting by explaining the new situation in contracting activities related to recently release of FAR clauses 52.204.24 and 52.204.25 (NDAA requirements) for commercial items.

The PS focused on the importance placed by Department of State on issues related to Combating Human Traffic (FAR 52.222-50).

All proposals must be submitted by 16:00 on July 28, 2021.

The Procurement Assistant advised that all technical questions must be addressed in writing and be sent to lisbonprocure@state.gov as indicated in the solicitation.

Pedro Fragoso escorted all attendees to a site visit of DCR Gardens. He indicated that tasks differ from DRC to CMR gardens, respectively. This is a service contract not an hourly rated contract, therefore the number of gardeners may vary as long as the outcome described in the statement of work is accomplished.

Pedro Fragoso continued the visit of DCR garden and gave examples of tasks that need to be done on garden, for example power wash of pavements and stairs whenever necessary. He also referred to garden wastes disposal service that need to be addressed as part of the gardeners' tasks.

The site visit continued to the CMR (Chief of Mission Residence, at Rua do Sacramento a Lapa). Pedro Fragoso and Rui Noronha showed the entire gardening areas and particular spaces that need to be intervened. Being the Ambassador's residence, this garden requires particular attention, namely when official functions or special occasions take place.

It was also stated that when the contract begins, the contractor shall provide a report stating the state of the gardens at the time of commencement of the new contractor.

The prospective quoters were escorted out and the meeting was adjourned by 1130 am.